

Minutes
Traumatic Brain Injury Advisory Council
Dorothea Dix Campus, Council Building
Raleigh, North Carolina
December 7, 2005

Members Present		
Sandra Farmer	Al Hart	Sharon Rhyne
David Forsythe	Stephen Hooper	Carol Robertson
Betty Gardner	Marilyn Lash	Elsie Siebelink
Bob Gauldin	Charles Monnett, III	
Tonia Harrison	Jo Perkins	

Members Absent		
David Atkinson	Layla Mabe	Holly Riddle
Spencer Clark	David Mills	Robert Seligson
Martin Foil	Ila Nofzinger	Jamesa Selleck
Lynn Freeman	Patrick O'Brien	Dennis Turner

Others Present		
Tammie Bradshaw	Cary Harrison	Kay Sanford
Christina Carter	Paula Hart	Ben Staples
Carol Collins	Anne King	Jim Swain
McKenzie Cook	Deb Melton	Judy Walton
Ann Eller	Grey Powell	
Sandy Ellsworth	William Reynolds	

The meeting was called to order by Ms. Rhyne, Chair, at 10:00 a.m. She welcomed all Council members and guests.

Ms. Rhyne made the announcement that Brenda Motsinger and Jack St.Clair had resigned from the Council due to job changes. Kay Sanford has been kind enough to agree to fill in for Brenda, but no official replacements have yet been named for Brenda or Jack.

Review & Approval of Minutes:

Motion: A motion was made by Mr. Forsythe, seconded and unanimously approved that:

RESOLVED: The minutes from the September 13, 2005 Council meeting be approved as written.

The Evolution of a Waiver

The Council invited Judy Walton, Program Administrator with NCDHHS Division of Medical Assistance to explain the State perspective of the requirements to get a waiver.

- ✚ Level of Care
- ✚ Budget
- ✚ Medicaid Eligibility

DHHS Waiver Process

- ✚ Fill out DHHS Waiver Request Form (effective May 2005 and on DHHS website)
- ✚ Sponsorship of a DHHS Agency with commitment for resources for day to day operation of waiver
- ✚ Secretary Carmen Hooker Odom's approval

Information needed to request a waiver

- ✚ Needs assessment with hard data
- ✚ Fill out DHHS form to request a waiver
- ✚ Director of agency signs form
- ✚ Narrative – explaining what the waiver is all about
- ✚ Experiences of other states
- ✚ Project Fiscal Impact - # of consumers and cost per each
- ✚ Impact on System Changes – claims, new services, etc.
- ✚ Activities to commit to do
- ✚ Send to the DMA Director, Allen Dobson for review
- ✚ Committee will study and make recommendations to DMA Director and pass to the Secretary of DHHS

There are several challenges to getting a waiver passed at this time which involves the old Medicaid Mgmt. Information System (MMIS) which processes claims and data. ITS is driving the change to a newer system with a new contract with ACS with a target date of mid 2007. Challenges include identifying folks with TBI in the system that needs help and getting the State to match the dollars of a waiver.

There has never been a waiver request done for TBI. One key element is having the TBI lead agency involved in any work on a waiver and making sure there is a clear assessment of need. It will be important to document any de-institutionalization that would result from added services.

Guest speaker, William Reynolds, with the University of Albany presented the trials and tribulations of how New York was awarded a TBI Waiver.

Update from the Division of MH/DD/SAS

Update on TBI Coordinator Position: Christina Carter announced that Sandy Ellsworth had accepted the TBI Coordinator position as of November 28, 2005. Sandy has 27 years of DD experience and had been filling in for the vacant position.

Christina also mentioned to the Council that there will be another person hired to help Sandy with TBI. The position will be posted again in order to address some of the Council's

suggestions for the position description. The new person will be assisting Sandy and handling the Case Management role.

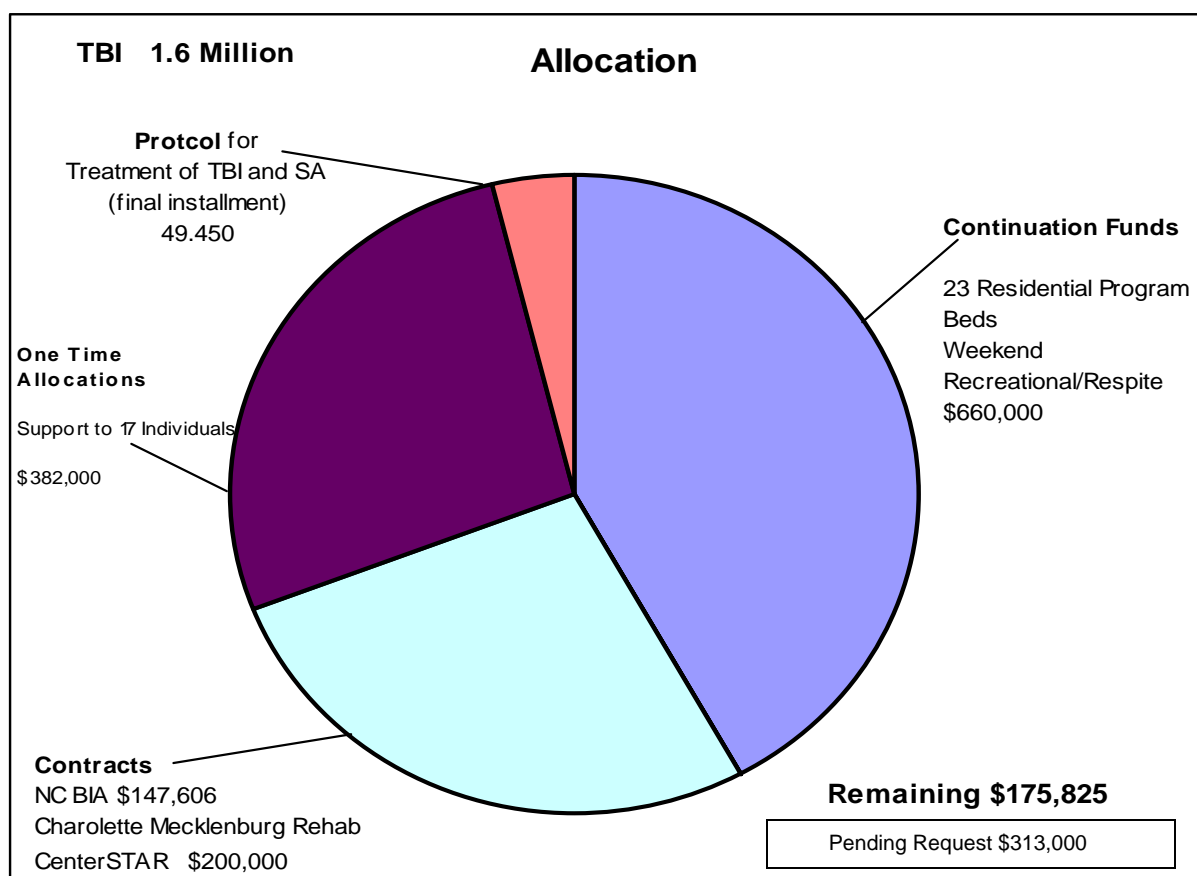
Christina informed the Council that Ann Eller, who works with the Division on the Prevention/Intervention Team, will be attending the TBI Advisory Council meetings. Ann has years of experience in the DD field.

TBI State Grant Program Application

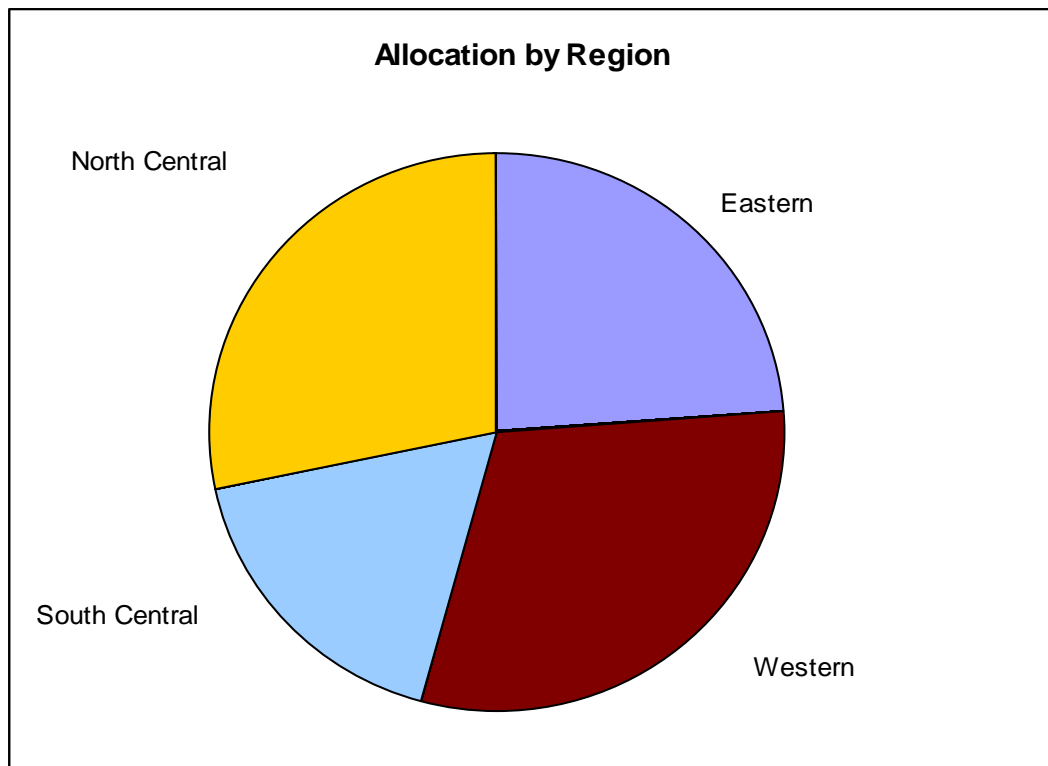
Christina let the Council know that a confirmation letter had been received letting DMH know that HRSA had received the application for the \$100,000 grant. The funds are competitive, with each awarded state receiving \$100,000 beginning April 1, 2006. Debbie Melton informed the Council that Marian Hartman's expertise was used in writing the grant and the purpose is to provide better services for TBI consumers.

Report on MH/DD/SAS Allocation of TBI Funds & Funding Priorities for Services

Sandy Ellsworth discussed the expenditures of the state's 1.6 million TBI dollars and passed out charts to help explain the allocations of how the money had been spent since the new fiscal year. Sandy let the Council know that there was only \$175,825 remaining in the TBI Funds until the new fiscal year.



Sandy also passed out a chart to the Council to let them know how much was spent in each region.



The Council requested a list that would show which counties represent each LME.

Sandy informed the Council that she had numerous requests that were pending. The types of requests are as follows:

- ✚ Serving individual in home
- ✚ Cost at a Center
- ✚ Cost for someone to remain in a group home
- ✚ Lift
- ✚ Pay tuition for school

Recommendation was made that another funding source, if at all possible, be used so TBI dollars can serve more people. Sandy is preparing a list of the TBI contacts for each LME. Sandy has started a list of all requests for TBI dollars to have documentation for the legislature to show the need for TBI Funds.

The Council discussed using the remaining TBI dollars to match the Federal dollars for a waiver. Also it was mentioned to only use the remaining TBI funds as a last resort if no other funding could be used in a life situation. It was mentioned that more input would be made to the decision making on the allocation of funds and the LME Team would become involved. It was mentioned that an evaluation form would be sent out at year-end to those who received services. The funds are to be allocated to the LME and not the consumer. It was mentioned there is a need

to set a criteria for allocations. Sandy is creating a cover letter and form to be used for requesting funds. Listed below are additions to the form:

- ✚ Add the question – Did you apply somewhere else for funding?
- ✚ Priority of services
 - ❖ Categories
 - ❖ Nature of Services

Christina will send funding form by e-mail to the Council.

Process for Updating the State Plan

Christina informed the Council that Ann Eller would be making edits to the TBI State Plan. Christina will forward to the Council when she has completed the edits.

Sharon informed the Council that she is pleased with DMH/DD/SAS with their efforts and responsiveness. She plans additional interaction with the Division through meetings that will take place between the scheduled TBI Advisory Council meetings.

Committee Updates

- ✚ Health Services & Service Delivery Committee – Jo Perkins spoke for the committee. The committee has only met two times. There is not a chair to this committee. There were only two members present at the last meeting. The committee looked at the State Plan and linked it to areas with evidenced-based information. There was a discussion of the need for an assessment to be done in the State. Whereas the legislature established the Council, it provided no funding for any type of needs assessment or other work that is vital to justifying future funding requests to the legislature, for a waiver, trust fund, etc.

A motion was made by Ms. Tonia Harrison and seconded by Ms. Elsie Siebelink that the Council seek funding through the 2006 legislature for a brain injury needs assessment statewide. Lacking a quorum, the motion did not pass, but was approved by those voting members present.

- ✚ Legislative Committee - Ms. Sandra Farmer said in her committee update they had explored more options for trust funds. Mr. Grey Powell brought forth that he mentioned the concept of a Brain Injury Trust Fund to the North Carolina Bar Association and that they have taken some initial steps in exploring options for such a fund.
- ✚ Injury Prevention Committee – The Injury Prevention Committee and Public Health are trying to get Public Health to take a closer look at stakeholders and whether the Council can endorse these options.

Ms. Rhyne discussed meeting times for next year and those present said that the concept of meeting the 3rd Wednesday of each quarter. The meeting dates for 2006 will be as follows: March 15th, June 21st, September 20th, and December 13th. The meeting time will be from 10:00 a.m. to 1 p.m.

With no further business to discuss, the meeting was adjourned at 1:17 p.m.

